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FOR

CIA SELECTIVE ROTATION PROGRAM

1. Purpose

The CIA Selective Rotation Program is designed to identify and provide for the systematic indoctrination and development through planned rotation of a highly select group of Agency employees who have the capacity and potential to profit from such development, to the end that there shall be continuously available a reservoir of individuals both extensively and intensively acquainted with Agency activities who will be available for assignment to more responsible positions in accordance with Agency requirements.

2. Scope

a. The program is available to a highly select group of men and women having staff employee or staff agent status, and entrance into the program is ordinarily limited to persons at the junior professional levels. The total number of persons in the program at any one time will not ordinarily exceed one percent of total Agency strength. Although fixed quotas will not be assigned to individual offices, they will be expected to nominate individuals for participation in the program in proportion to their share of total Agency strength.

b. Individuals selected for the program shall be reassigned to a special Table of Organization which shall be managed by the Assistant Director for Personnel.

3. Eligibility Criteria

a. To be considered for entrance into the program an individual must:

- (1) Have staff employee or staff agent status.
- (2) Be between the ages of 25 or 35, inclusive.
- (3) Occupy a position at grade GS-5 through GS-11, inclusive.
- (4) Have at least one year of prior CIA service other than in a training status, and have successfully completed the trial period.
- (5) Have completed an intensive training course in basic intelligence, such as the BIC.
- (6) Possess at least a Bachelor's degree, or its equivalent, from an accredited college or university.
- (7) Agree to serve the Agency wherever assigned.

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b. For a period of one year following the date of activation of the program, waivers may be granted in connection with the formal age and grade requirements set forth in Paragraph a above to individuals possessing other desired qualifications.

4. Responsibility

Responsibility for implementing and operating the Selective Rotation Program is assigned to the Assistant Director for Personnel.

5. Selection Procedure

a. Any staff agent or staff employee meeting the basic eligibility criteria set forth in Paragraph 3 may submit an application for admission into the Selective Rotation Program. Applications shall be submitted on a prescribed form and forwarded through channels to the Assistant Director for Personnel. Applications must include the recommendation of the office in which the individual is employed and shall be forwarded to the Office of Personnel, regardless of whether the recommendation of the employing office is affirmative or negative. Each application shall also include a rotation plan proposed by the individual and commented upon by the office of assignment.

b. Applications received by the Assistant Director for Personnel will be referred to the Rotation Selection Board for review and recommendation. This Board is appointed by the Director of Central Intelligence and composed of one representative of each major component (DD/I, DD/P, DD/A, AD/C, DTR and AD/P) with the Assistant Director for Personnel, or his designee, serving as permanent chairman. The Board will make its review and base its recommendation on the individual's over-all suitability for the program, as determined by the following:

- (1) Possession of basic eligibility qualifications.
- (2) Evaluation of data in applicant's official personnel folder.
- (3) Personal interview by the Board, which shall include a discussion of the individual's proposed rotation plan.
- (4) Any special reports which the Board or the Assistant Director for Personnel may request from the Director of Security, the Director of Training, or the Chief, Medical Staff.

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c. Following receipt of a recommendation from the Rotation Selection Board, the Assistant Director for Personnel will make a determination as to the individual's acceptability for the program and will advise the individual of the decision. This advice will include an indication as to whether or not the individual has been accepted, and, if rejected, whether or not the rejection is permanent or if another application may be submitted at some later date. The individual will also be given a copy of the approved rotation plan, and a schedule for its implementation.

**6. Rotation Plans**

a. For each individual accepted into the program there shall be an approved "Rotation Plan," which shall be a blueprint of the various rotational assignments which are contemplated for the individual. These plans shall be designed on an individual basis, but shall take into account the general objective of the program to assure general familiarity with all segments of the Agency.

b. Rotation plans are developed by the Assistant Director for Personnel. However, in the course of such development, the plan proposed by the individual and/or office of assignment will be given full consideration, and the individual will have an opportunity to discuss his plan with a representative of the Assistant Director for Personnel and the Rotation Selection Board.

c. Rotation plans must meet the following minimum standards:

- (1) Must be written.
- (2) Must have the concurrence of the individual. The concurrence of OTR and SO will also be required on formal training and security aspects, respectively.
- (3) Must provide for rotation to all major components of the Agency, both operating and administrative, consistent with the over-all rotation plan.
- (4) Must reflect an over-all period of rotation of, generally, no more than five years, depending upon the length and diversity of the individual's prior CIA service. Individual assignments shall be of sufficient duration to permit both the desired indoctrination and also a period of productive work.

**7. Initial Indoctrination**

Each individual accepted for the program shall undergo an initial period of indoctrination sufficient for the purpose of acquainting him with the objectives of the program and other matters pertaining thereto.

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8. Rotation Management

Individuals shall be under the general management of the Assistant Director for Personnel while participating in the program. To assure adherence to approved rotation plans and attainment of the over-all objectives of the program, the Assistant Director for Personnel will assure that action is taken to move participants from one assignment to another in accordance with previously approved plans. Since the success of the program depends almost entirely on this point, deviation from approved plans will be the exception rather than the rule and all exceptions will have the personal approval of the Assistant Director for Personnel.

9. Periodic Evaluation of Participants

Individuals participating in the program will be evaluated on a semi-annual basis and/or upon completion of each assignment by the office to which they are currently assigned. For this purpose a special personnel evaluation report will be completed and transmitted to the Assistant Director for Personnel. Following completion of each periodic evaluation report, participants will be interviewed by a representative or by representatives of the Assistant Director for Personnel for a review of their progress. Individuals who do not demonstrate satisfactory progress, or who otherwise become disqualified, may be released from the program at any time by the Assistant Director for Personnel, who will be responsible for initiating action to terminate the Agency employment of anyone separated for reasons warranting such action. Participants may also be released from the program at their own request, with or without prejudice, as determined by the Assistant Director for Personnel.

10. Promotion of Persons Participating in Program

Individuals may be promoted while actively participating in the program if, in the judgment of the Assistant Director for Personnel, promotion action is merited. In considering a participant for promotion, the Assistant Director for Personnel will give due regard to: the Agency policy on promotions including any applicable time in grade requirements; the quality of the individual's over-all performance in the program; and the recommendation of the office of current assignment.

11. Completion of Program

Certificates showing satisfactory completion of their prescribed Rotation Plans will be included in the personnel folders of those individuals who successfully complete the program. At the same time their names will also be included in the Junior Executive Inventory, which will be available for the use of top Agency officials.